

Microsoft Excel & Office 365 Classes

2018

Microsoft Excel lets you quickly organize, calculate, analyze and visualize your data to make more sound business decisions. The amount of data you are collecting these days can make it challenging to focus on the current trends and forecast for future goals. With Excel 2016 you will learn how to use new features like Quick Analysis, Recommended Charts/Pivot Tables and Flash Fill to make sense of big data and focus on what's important.

Office 365 provides anywhere access to familiar Office productivity applications like Excel, Outlook, Word and more. It's the same Office you already know and use every day, but because Office 365 is powered by the cloud, you can get to your applications and files from virtually anywhere—PC, Mac and tablets—and they're always up to date.

These are 'hands-on' courses, and each participant will have their own computer. Students are encouraged to Bring-Your-Own-Device (BYOD) to the Office 365 course. Should you choose to BYOD, please arrive 30 minutes early for a tech-check.

COURSE SCHEDULE (8 A.M. - 5 P.M.)

- **Excel 2016, Basic:** February 16
- **Office 365, Tips & Tricks:** February 20
- **Excel 2016, Basic:** March 20
- **Excel 2016, Intermediate:** April 11
- **Excel 2016, Advanced:** April 27
- **Office 365, Tips & Tricks:** March 26

REGISTRATION

The deadline to register for each course is one week prior to the course date.

REGISTER NOW, COURSES FILL QUICKLY!

To register, contact Daytona State College at 386-506-4224 or Joanne.Parker@DaytonaState.edu. We accept checks, credit cards (MasterCard, VISA), purchase orders or company billing for payment. Courses may be canceled due to a lack of enrollment.

LOCATION:

Daytona State College
Building 150
Room 312
Daytona Beach Campus

FEE:

Each one-day course is only \$145.



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www.theCBI.com



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Microsoft Excel & Office 365

Course Descriptions

Office 365 Tips & Tricks – In this course you will learn how to use the Office 365 Navigation Bar; how desktop applications and online applications work together; manage your mail, contacts and calendar in Office 365. You will explore OneNote, OneDrive, Skype, Sway, and online versions of Excel and other Office applications.

Excel 2016: Basic – This course provides you with a foundation for Excel knowledge and skills. You will learn how to perform calculations, modify a worksheet, format a worksheet, print and manage workbooks.

Excel 2016: Intermediate – This course builds upon the foundational knowledge presented in the Basic course. You will work with functions, work with lists, analyze data, visualize data with charts and use PivotTables and PivotCharts.

Excel 2016: Advanced – This course builds off of the foundational and intermediate knowledge presented in the Basic and Intermediate courses. You will work with multiple worksheets and workbooks, use Lookup functions and formula auditing, share and protect workbooks, automate workbook functionality, create sparklines and map data, and forecast data.



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